

Data Submission – KEES Form 302, January 2003 ~~September 2002~~

Data requirements for Kentucky students with custodial parent
or guardian in active military service outside Kentucky

Kentucky Department of Education
Division of Data Policy Management and Research
500 Mero Street
Frankfort, Kentucky 40601
Phone: 502-564-5279 Fax: 502-564-9166
Email: datarepo@kde.state.ky.us

Kentucky Educational Excellence Scholarship (KEES) Data Submission Format

Please submit the data listed below in the format described below to the Kentucky Department of Education (KDE) for each student as requested. Data submitted should always be for the academic year just completed and must be received by KDE not later than June 30 each year. Additional information about the KEES program is available at <http://www.kheaa.com>.

Field Name	Start	Length	End	Type	Required	Format/Comments/Edits
Social Security Number	1	9	9	A/N	Yes	Must be a valid SSN
Last Name	10	35	44	A/N	Yes	
First Name	45	12	56	A/N	Yes	
Middle Initial	57	1	57	A/N	No	
Date of Birth	58	8	65	N	Yes	Format = CCYYMMDD (19830729) <i>Must be valid date.</i>
Street Address/P.O. Box/Route	66	30	95	A/N	Yes	Use street address for current residence
City	96	24	119	A/N	Yes	Use city of current residence
State	120	2	121	A	Yes	Must be a valid state code
Zip Code	122	5	126	N	Yes	Use zip code of current residence
Zip Plus 4	127	4	130	N	No Yes	Must be filled with '0000' if Zip +4 is not known. Field must contain '0000' if code is not known.
High School Graduation Date	131	8	138	N	Yes	Format = CCYYMMDD (Actual or Projected). <i>Must be greater than 20010630.</i>
Academic Year	139	8	146	N	Yes	Format = CCYYCCYY (20012002). This will always be the Academic Year that the student just completed .
Academic Classification	147	2	148	N	Yes	<i>Must = '08', '09', '10', '11', or '12'.</i> This is the student's Academic Classification for the Academic Year just completed .
District Code	149	3	151	N	Yes	Must = '999'
School Code	152	3	154	A/N	Yes	Must = 'MIL'
KEES Eligible Student	155	1	155	A/N	Yes	Value = 'Y' if student requested that the data be submitted, if the student's curriculum meets the requirements of the KEES curriculum, if the student's high school is a member of an organization belonging to the Commission on International and Trans-Regional Accreditation or is a Department of Defense School, and if the student attended the school for at least 140 days of the minimum school term, and has a 2.5 GPA or above at the end of any academic year beginning after July 1, 1998,

						and who is not a convicted felon, else value = 'N'. <i>Must be a 'Y' or 'N'.</i>
Yearly Grade Point Average (Not required for Academic Classification '08'.)	156	3	158	N	No Yes	Format = 9v99 e.g. if the GPA is 3.76 then the value of this field would be '376'. GPA is for the Academic Year just completed and does not include prior year grades (i.e., it is not cumulative). <i>Must not exceed 5.0.</i> Field must contain a valid value for all academic years greater than '08'
ACT Score	159	2	160	A/N	No	ACT or SAT score required for seniors for supplemental award consideration. <i>Must = '00' to '36'.</i>
SAT Score	161	4	164	A/N	No	ACT or SAT score required for seniors for supplemental award consideration. <i>Must = '0000' to '1600'.</i>
Cumulative Grade Point Avg. (Not required for Academic Classification '08'.)	165	3	167	A/N	Yes	Format = 9v99 e.g. if the GPA is 3.76 then the value of this field would be '376'.
Gender	168	1	168	A	Yes	M – Male F – Female
Race	169	1	169	N	Yes	1 – White (not Hispanic) 2 – Black (not Hispanic) 3 – Hispanic 4 – Asian or Pacific Islander 5 – American Indian or Alaska Native 6 – Other
Filler	170	31	200	A/N	Yes	Filled with spaces.

The submitted text file should be named K999MIL.YY (With YY equal to the school year for which this file is being submitted. For example, for the school year 2001-2002, the file should be named K999MIL.02). Email the text file to datarepo@kde.state.ky.us.

Kentucky Educational Excellence Scholarship (KEES)

KEES, Kentucky's merit-based scholarship, is available to all eligible students based on their high school grades and highest ACT score. Students must have an annual 2.5 or better GPA for the base amount of the scholarship and a 15 or higher ACT (or equivalent SAT) score for the bonus award. Students can earn up to \$2,500 that can be applied to their college costs each year. Students do not need to apply for the scholarship. High schools are responsible for providing information about eligible students to the Kentucky Department of Education. The KDE will compile and forward the student data to the Kentucky Higher Education Assistance Authority (KHEAA). KHEAA will send award notifications to students after the end of each school year.

KEES merit-based scholarship data will be used by the Council on Postsecondary Education to monitor the transition of high school graduates into the postsecondary education system. This data will allow for the calculation of statewide college-going rates and be used in the analysis of student transition and success issues in support of P-16 initiatives.

The Council on Postsecondary Education (CPE) is empowered under KRS 164.020(6) to engage in analysis and research of postsecondary education. The Council's approach to collection, maintenance, and use of postsecondary education data and to the release of this information is within the guidelines established by state and federal statutes.

Confidentiality

KHEAA, primarily responsible for administering KEES, is empowered under KRS 164.744 to insure loans and to provide loans, grants, scholarships, and work-study awards to students who are residents of Kentucky. KHEAA certifies that information obtained by KHEAA from local school districts shall be used exclusively by KHEAA for the purposes prescribed in KRS 164.744 and that no such information shall be disclosed by KHEAA to any other person or organization nor used or disclosed for any other purpose.

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The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), as amended, is the basis for the CPE's policy on confidentiality and for the release of student-specific data. Council staff maintains the same level of confidentiality as practiced by all institutions of postsecondary education, consistent with state and federal law, and responds to external data requests in the form of compiled information rather than raw data.

General information on KEES program eligibility and requirements may be addressed to Tim Phelps with KHEAA at (800) 928-8926 ext. 7391 or (502) 696-7397. Information is also easily accessible through the KHEAA web site at www.kheaa.com.

Questions concerning authorized curriculum and grading scale may be addressed to Barbara P. Cook with the Council on Postsecondary Education at (502) 573-1555. This information is also available on the KHEAA web site at www.kheaa.com.

Questions concerning the file format may be addressed to Tina Logan or Michele Holmes with the Department of Education at (502) 564-5279.